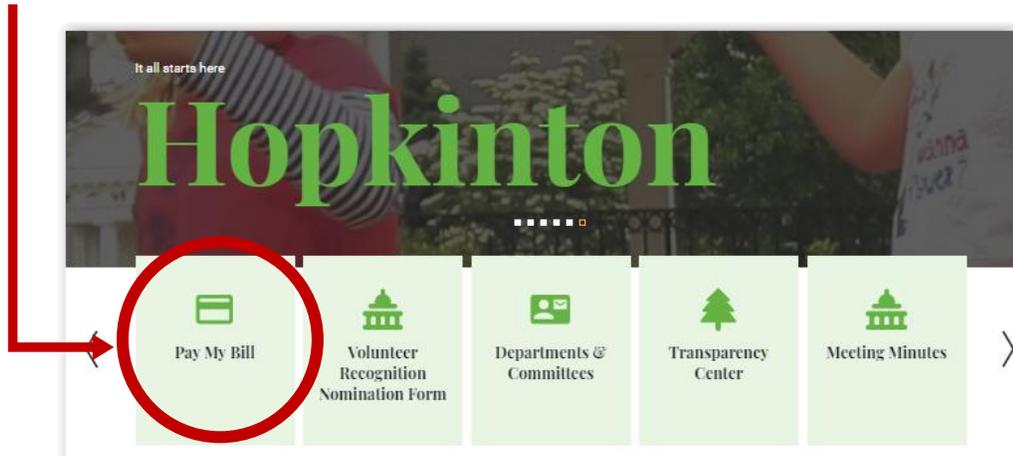
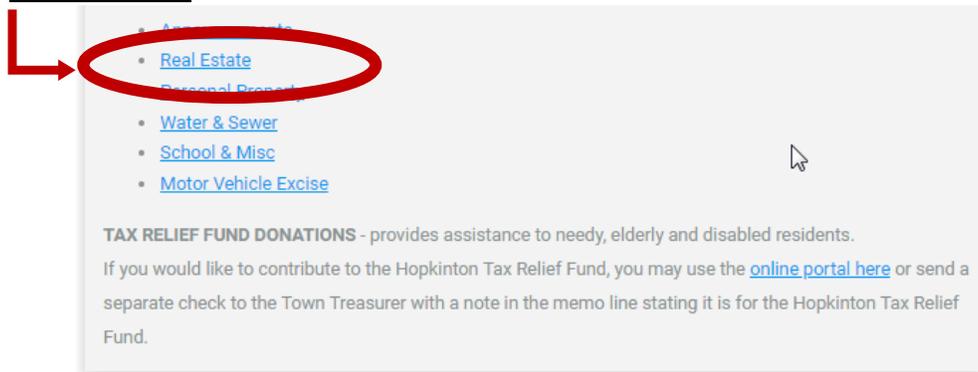


Paying Your Real Estate Tax Online

1. Go to www.hopkintonma.gov
2. Select "**Pay My Bill**"



3. Select "**Real Estate**"



4. Use EITHER **bill number OR address, not both**. If using address, enter only the street number and street name. Example: for "Main Street" only enter "Main" DO NOT enter any other information. The page is set to the current tax year, if you wish to see previous years, change the tax year in the last field.

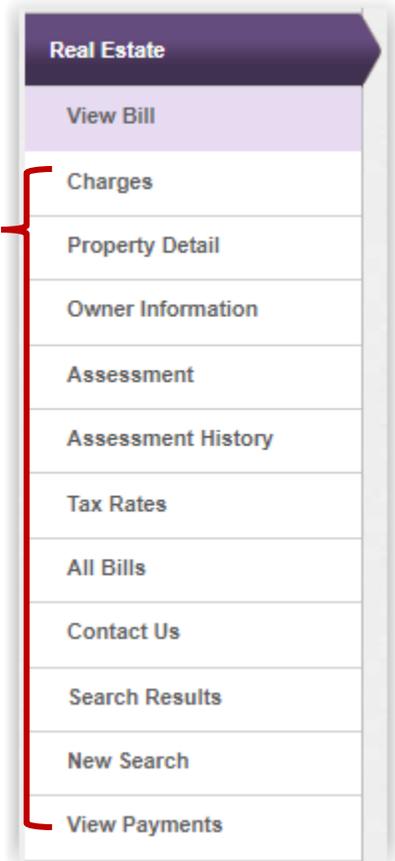
The image shows a search form for finding tax bills. The form has the following fields:

- Address
- Number: 18
- Street name: Main
- Owner name: (empty)
- Parcel ID: (empty)
- Bill number: (empty)
- Tax year: 2019

Below the fields is a checkbox labeled "Remember these values" with the note "(not recommended on public or shared devices)". At the bottom of the form are two buttons: "Search" and "Reset". The "Search" button is circled in red.

Paying Your Real Estate Tax Online

5. You can view other information regarding your Real Estate using the side menu. Things such as Assessments, Tax Rates and property detail



6. Review to make sure this is your bill then click "Pay Bill"

Real Estate
View Bill

As of	3/27/2019
Bill Year	2019
Bill	12345
Owner	HOPKINTON, HENRY
Parcel ID	R12-345-678

[View payments/adjustments](#)

Instalment	Pay By	Amount	Payments/Credits	Balance	Interest	Due
1	8/1/2018	\$4,388.70	\$4,388.70	\$0.00	\$0.00	\$0.00
2	11/1/2018	\$4,388.69	\$4,388.69	\$0.00	\$0.00	\$0.00
3	2/1/2019	\$4,531.22	\$4,531.22	\$0.00	\$0.00	\$0.00
4	5/1/2019	\$4,531.22	\$0.00	\$4,531.22	\$0.00	\$0.00
TOTAL		\$17,839.83	\$13,308.61	\$4,531.22	\$0.00	\$0.00

[Pay Bill](#)

7. You can choose to pay by Credit Card (see fee schedule) or by eCheck which is FREE to use a checking account

Pay Bills [Return to Citizens page](#)

Select Payment Method

You have two (2) options for paying your bill; either by electronic check or by credit card. Electronic Check: You will need one of your checks with you when you pay your bill online in order to get your account number and the bank's routing number from it. You will be shown where this information is on your check. There will be a \$0.25 processing fee assessed per transaction for all electronic check payments. Credit Card: We accept MasterCard and Discover for credit card payments. There will be a convenience fee for each online payment. The credit card service provider charges the fee to your credit card. When paying by credit card, the fee amount will appear in a separate box and will be totaled with the amount of the tax. (Fee Schedule is under Resources Link at top of page.)

[Pay by Credit Card](#) | [Pay by eCheck](#) | [Cancel](#)

Paying Your Real Estate Tax Online

8. The next screen will allow you to enter the amount you wish to pay. You can pay as much as the "Balance" and as minimal as the "Due Now" *Note: If you want to make a partial payment towards a past due balance please mail a check to 18 Main St. with the bill number and "partial payment" listed in the memo.*

Pay Bills							
Bill Description	Bill Year	Bill Date	Bill Number	Due Date	Balance	Due Now	Payment Amount
REGULAR/ORIGINAL - REAL ESTATE	2019	1/1/2019	12345	1/1/2019	\$6,245.18	\$4,700.87	\$ 4700.87

9. After you click continue you have 3 options.
- If you have used UniPay before you can click **login**
 - You can **create an account**. – This has benefits of saving account numbers, creating faster check out's and will have future benefits of Auto Pay
 - Fill out the billing information and click **"Continue as Guest"** *you will still get an email confirmation with this option.

10. Here you can enter your **payment information**

- Checking Account = Free
- Credit/Debit Card = Bank Fee's will apply *it will show you the fee before its processed

11. Click **Proceed, verify and complete**

Billing Information

Checking Account

There is no ACH Fee associated with paying your taxes online. All other ACH payments will be assessed a \$.25 processing fee per transaction.

Account Holder's Full Name* Bank Routing No.*

Bank Account No.* Re Enter Bank Account No.*

Credit Card If paying with a credit card, [convenience fees](#) will be assessed for each transaction.

Accepted Card Types

 Credit Debit Credit Debit Credit Debit

Name on Card* Credit Card No.*

Expiration Date* / CVV*

Any questions, please contact UniPay at 1-877-227-1157
Monday - Friday: 8:30am to 6:00pm Saturday: 8:30 am to 1:00pm
OR

The Treasurer's Office at 508-497-9715
Monday, Wednesday, Thursday 8:00am – 4:30pm
Tuesday 8:00am – 7:00pm or Friday 8:00am – 2:00pm